

CATERING QUOTATION

DATE: .....

TIME: ..... TIME FOR SERVICE: .....

CONTACT PERSON & PHONE NUMBER: .....

EMAIL:.....

BILLING INFORMATION: .....

TYPE OF EVENT: .....

HEAD TABLE REQUIRED: .....

# OF PEOPLE: .....

SIT DOWN:.....

BUFFET: ..... HOT/COLD .....ONE MEAT/TWO MEAT

TYPE OF MEAT/S..... POTATOES ..... SALAD ..... VEG ..... DESSERT .....

STATIONS: YES .....NO.....

TYPES .....

COCKTAIL HOUR YES .....NO.....TIME: ..... APPETIZERS: YES .....NO.....HOT/COLD/COMBO

#OF APPETIZERS: .....

SWEET TABLE: YES ..... NO.....TYPE: .....

MIDNIGHT BUFFET: YES .....NO.....TIME: ..

LUNCH YES .....NO.....TIME: ..

SIT DOWN..... BUFFET..... HOT/COLD....

BREAKFAST YES ..... NO.....

CONFERENCE:

CONTACT PERSON & PHONE NUMBER: ..

EMAIL: ..

BILLING

INFORMATION: ..

# OF PEOPLE: ..

BREAKFAST BUFFET..... LUNCH BUFFET.....

DINNER: SIT DOWN ..... BUFFET.

INCLUDE MORNING BREAK: YES .....NO.....AFTERNOON BREAK: YES .....NO

LINENS REQUIRED: YES.....NO.....# OF TABLES @ \$10.00 PER

SPECIAL DIETARY NEEDS: GLUTEN FREE: YES/NO, # OF PEOPLE ..... LACTOSE FREE: YES/NO,  
# OF PEOPLE, VEGATARIAN (VEGAN): YES/NO, # OF PEOPLE ..... PRICING WILL VARY.

SPECIAL

REQUESTS: ..

PRICING QUOTED:

MEAL PER PERSON: ..

APPETIZER PER PERSON: ..

LINENS: ..

Cancellation Notice: 60 days prior to the event – full refund. 30 days prior to the event -50% refund,

Less than 30 days -0% refunded. A 25% deposit is required upon confirmation of Catering.